



MINUTES

TITLE OF MEETING: Board Meeting
DATE AND TIME: Wednesday 13th May 2020 – 6pm
LOCATION: Virtual Meeting

1. Welcome

The Chair welcomed all present to the meeting.

2. In Attendance

Board Chair: David Tucker (Chair)
Director of Coaching: Mal Evans (COA)
Director of Competitive Events: Margaret Docherty (COM)
Director of Development: Adam Tanner (DEV)
Director of Governance: Foster Johnson (GOV)
Director of Finance: Stephen Hemsley (FIN)
Independent Director: Dr Anna Molony (IND)
Independent Director – Marketing & Communications: Harry Nijjar (MAR)
Bowls England 2020 President: Paul Robson (PRE)
Business Services Manager: Penny Maguire (BSM)
Operational Services Manager: Alistair Hollis (OSM)

3. Apologies

None

4. Obituaries

Bill Hatto President English Bowling Association 1997

5. Declarations of Interest

None

6. Minutes of Board Meeting held on 29th April 2020

It was **RESOLVED** that the Minutes of the Board Meeting held on Wednesday 29th April 2020 be signed as a true and correct record.

7. Action Points and Matters Arising (not covered elsewhere on Agenda)

7.1 External Funding

OSM provided an update on the Sport England Community Emergency Fund and the Sport England Sector Support Fund.

7.2 Commonwealth Games Preparation Programme

Sport England has invited Bowls England to bid for financial support via the Preparation Programme. It was **RESOLVED** that the High Performance Director prepare draft submission with assistance from COM, BSM and OSM.

8. Correspondence

8.1 Disability Bowls England

An introductory letter had been received from Steve Watson following his appointment as Chair of Disability Bowls England. It was noted that the Chair had arranged to speak with Mr Watson.

9. Reports

9.1 Update by the Chair of the Board

9.1.1 Sport & Recreation Alliance

The Chair reported that he had attended the Sport & Recreation Alliance (SRA) Chairs' Teleconference. It was noted that several NGBs had expressed concern at the timing of the Government announcement on the reopening of outdoor facilities and limited guidance available to national bodies.

9.1.2 Personnel

The Chair reported that he had spoken individually with every member of staff.

9.2 Operational Update by the Business Services Manager/Operational Services Manager

9.2.1 Management Accounts (BSM)

It was **RESOLVED** to reset all budgets according to the COVID-19 forecast as agreed at the previous Board Meeting.

9.2.2 Riverside House (BSM)

BSM provided an update on discussions with Warwick District Council regarding a return for the staff team to Riverside House. It was noted that no timescale had been set and a number of changes would potentially be required in order for Riverside House to meet the new Covid-19 requirements.

9.2.3 Coronavirus Response (OSM)

OSM provided an update on the work that has been undertaken by the staff team to assist clubs to date. The Government announcement regarding the reopening of bowls clubs had generated a high level of enquiries. It was noted that sport-specific guidance had been drafted but Bowls England was awaiting the Government guidance for all outdoor sports before issuing. It was noted that the Covid-19 Club Survey had generated an excellent response with over 750 clubs completing to date. It was **RESOLVED** that the survey results would be used to prioritise resources in support of clubs.

9.3 Items submitted by Directors/Management Team

9.3.1 British Isles Bowls – Unification (COM)

COM had circulated a written report in advance of the meeting. It was noted that meetings of the British Isles Bowls Council (BIBC) and British Isles Women's Bowls Council (BIWBC) were scheduled to take place later in the week.

It was **RESOLVED** that:

- a) Bowls England support unification of the BIBC and BIWBC;

- b) Bowls England would offer to provide administrative support to both bodies for one additional year (2021) in support of unification process if required;
- c) Bowls England did not support any proposed changes to the BIBC and BIWBC calendar for 2021 season
- d) COM form a Working Group to review international event requirements

It was noted that a review of accommodation arrangements for players and officials attending international events in future may be necessary due to potential restrictions on rooming and **RESOLVED** to identify as a financial risk.

9.3.2 Celebration Matches/Presidential Programme 2021

GOV presented and expressed thanks for the work that had been undertaken. It was **RESOLVED** to support the revised programme of matches as circulated in advance. It was noted that final confirmation of matches would await ratification of the venues for BIBC and BIWBC events.

9.3.3 World Bowls – Biennial Meeting (Chair)

OSM had circulated all papers in advance of the meeting. It was **RESOLVED** that Bowls England would support all of the recommendations and OSM correspond with World Bowls accordingly.

9.3.4 Management Audit & Review Committee

IND had circulated a report in advance of the meeting containing a series of recommendations from the Committee.

It was **RESOLVED** that:

- a) GOV form a Governance Working Party to review implementation of the Sport England Code of Sports Governance (Tier 3) with participants to be appointed with relevant skill base;
- b) Due to current restrictions the Director training on the Sport England Code of Sports Governance (Tier 3) be deferred with review in August 2020;
- c) Governance Working Party to be invited to attend the Director training session;
- d) GOV to review provision and presentation of safeguarding information;
- e) Chief Executive to lead a review of all risk processes;
- f) BSM seek advice from Dafferns as to whether Bowls England needs to be registered or authorised by the Financial Standards Authority for the Club Loans scheme;
- g) The Company Profit and Loss account be circulated in advance of the Bowls England AGM to aid understanding of the formal annual accounts;
- h) Board Meetings continue to be held virtually using Zoom

It was noted that membership of Bowls England for clubs and county associations had not been impacted by decision to refund all affiliation fees for 2020 as outlined below:

- All clubs that had originally paid affiliation fees for the 2020 season are recognised as affiliated clubs;
- All County Associations remain Full Members of the Company as per the Articles of Association.

9.3.5 Social Media Webinar

DEV presented an update on the Social Media Webinars that had been launched. It was noted that the total number of participants during the three sessions was expected to exceed 200 and feedback to date had been excellent. Thanks were expressed to the Working

Group for work to date. It was **RESOLVED** to support further development of the webinar concept in support of clubs.

9.3.6 The Extra End Podcast

MAR provided an update on the Podcast. It was noted that additional work will be undertaken to provide shorter clips for use on social media to further promote.

10. Next Meeting

Wednesday 3rd June – 6pm